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INDEX KEWENSIS IN IMPROVED LOOSE LEAF LEDGER FORM

IN 1932, at the New York Botanical Garden, I initiated the pasting of all the entries in Index Kewensis and its seven supplements then published, in loose leaf ledger form, the first time that the task was consummated on the basis of modern business technique in any institution. The actual work was done under the personal supervision of Mr. G. L. Wittrock, by assistants provided by the Emergency Work Bureau of New York City. Since the New York set was completed two additional supplements have been issued. This fundamental work, now consisting of over 6,000 folio pages with about 700,000 binomial entries is the most used single work in all institutions where systematic botanical work is a major activity. The importance of a single generic sequence is at once realized when one considers that if the several *addenda* and *emendanda* be included, there are as many as fifteen different generic entries in the eleven volumes now published for some groups. This means that one must, or should, search in fifteen different places when consulting the work when one is interested in determining whether or not such and such a specific name has been used, and if so, where it was first published.

In February, 1939, the task of pasting up all entries in the original work and its nine supplements in one generic sequence was initiated at the Arnold Arboretum and was completed early in June. The improvements in the Arnold Arboretum set over the style selected at New York are in the adaptable auto-flex four post binders manufactured by the Wilson-Jones Company, pig skin binders rather than buckram being selected for permanency; chain lock mechanism for holding the sheets firmly in place and providing for future easy additions of extra sheets; the individual sheets reinforced by tough cloth strips on the binding edge; and a very much greater amplification of the pasted-in data, thus providing ample space for future additions without breaking sequences as additional quinquennial supplements appear; and in the case of all large genera, an indefinite amount of space for this purpose.

In preparation for this work two complete sets of Index Kewensis and its nine supplements were clipped. Each entry was stamped "IK", "IKS1", "IKS2", etc., and when this part of the task was completed, the clippings were arranged alphabetically under the generic heads, and chronologically in accordance with the sequence of the several supplements. After carefully checking for alphabetic sequences and proper spacing between entries, the items were pasted on the standard sheets selected. The estimated amount of space for future additions under each small genus was approximately determined by scanning the several Supplement entries, but all large and medium sized genera were left "hanging" for indefinite future additions, the blank part of the last page to be filled first and then new sheets, as necessary, to be inserted. In all large genera the entries were pasted in solid, covering both sides of the sheet, regardless of the amount of space left on any last page, but except for such groups the items were pasted on one side of the sheet only. Thus in one of the open loose leaf ledger books shown in the illustration, it will be noted that the third and last page of *Gladiolus* is nearly full; but when the tenth supplement appears, the small amount of remaining space will be used and then a new sheet will be inserted to take the remainder and future additions.

When Supplement ten appears, five years hence, it may be necessary to break sequences to provide for some of the newly published genera, and occasionally it may be necessary to do this in a few cases where a very large number of new binomials under any old generic name may be published. The breaking of sequences can, however, be readily obviated by steaming the sheets, removing the pasted entries, and expanding the arrangement to meet future contingencies. This provision for the insertion of additional sheets is the great advantage of the modern loose leaf ledger format over the older system of permanently bound volumes, such as that initiated at Kew many years ago. The system of a single sequence is, for practical purposes, superior to the form used at the Rijks Herbarium, Leiden, where the generic entries were first sorted into families, and then arranged alphabetically by genera, each genus commencing a new page.

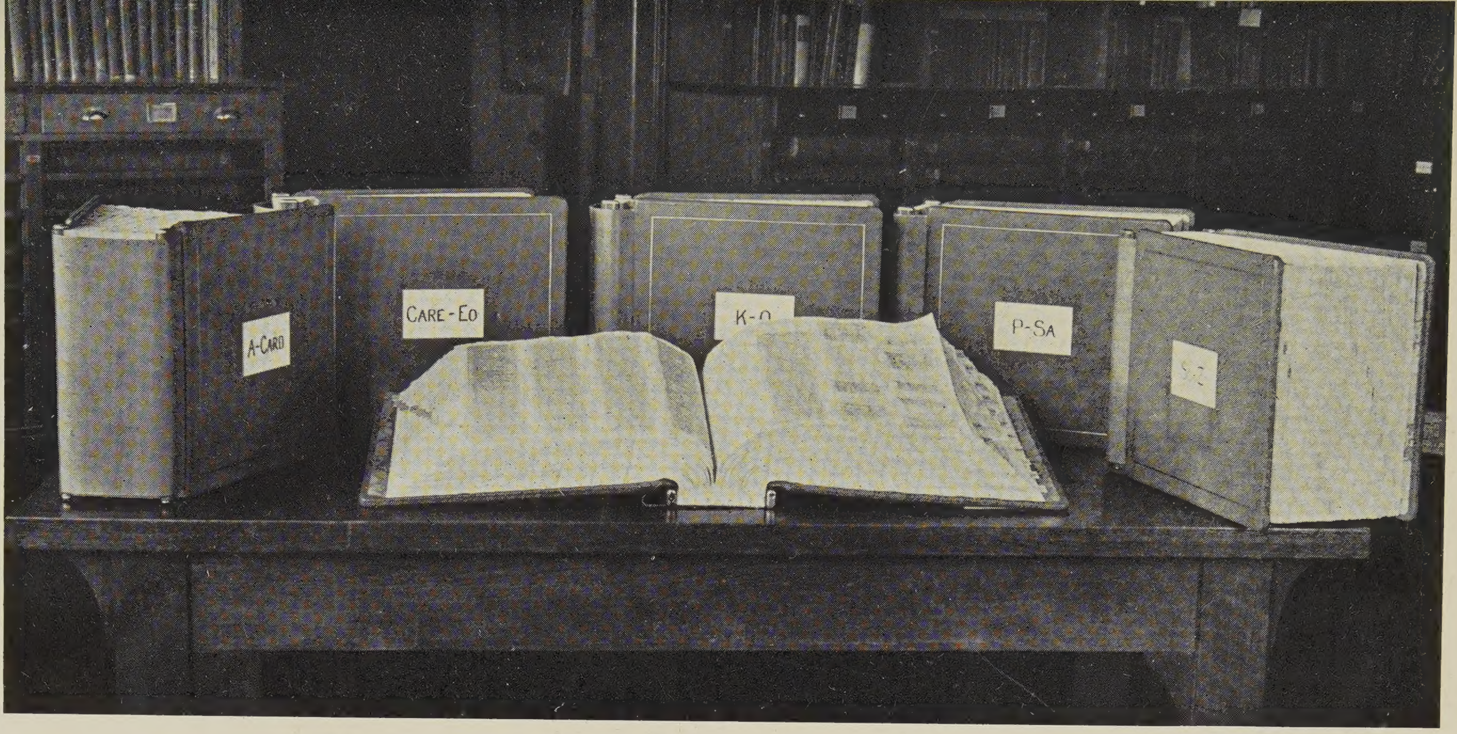

PLATE VI

Index Kewensis in Its New Loose Leaf Form at the Arnold Arboretum.

Space remains on the right-hand page of the open volume for additional insertions. On the left-hand page, the genus *Gladiolus* takes the entire space. Further additions to this genus will be taken care of by inserting another sheet. Only in some of the long genera was pasting done on the reverse side of the page.

The page size selected is the same as for the New York set, 17 by 14 inches, four column format. The sheets are arranged in one generic sequence occupying six binders, each about five and one-half inches thick, about 550 sheets to a binder. The net advantages to the numerous users of this indispensable work is the actual saving of a vast amount of time when one has to check the published binomials in any genus of flowering plants, the time actually saved in this connection often amounting to as high as 90 percent.

E. D. Merrill

NOTES

The loose leaf ledger system is ideally adapted to the purpose of keeping scattered bits of information together and in order. Various sizes of binders are available from the Wilson-Jones Company, 100 S. Elmora Avenue, Elizabeth, New Jersey. A special glue, known as ''Mikah'' remoistening gum, manufactured by the National Adhesive Corporation, 15 Elkins Street, Boston, Massachusetts, was used in pasting, and its excellent adhesive qualities make it most satisfactory for this type of work. This adhesive has been used by the Arboretum in some other extensive pasting work which is in perfect condition years after being applied. In making the references of the voluminous Index Kewensis thus quickly accessible, Dr. Merrill investigated a considerable number of adhesives, most of which he discarded as being unsatisfactory for one reason or another. Horticulturists in general might well profit from Dr. Merrill's experience and adopt some standard loose leaf binder as a highly satisfactory method of filing miscellaneous articles, reports, clippings, notes, programs, and the thousand and one other bits of garden information that are constantly appearing and should be kept—provided they can be filed so they are readily accessible when needed.

Donald Wyman

Addition to Twining Vines (Bulletin of Popular Information, Vol. 7, No. 7, June 23, 1939).

In the lists of twining vines on page 36 the Chinese Wisteria (*Wisteria sinensis*) was unfortunately omitted. This should be added to the group **Twining by climbing from left to right.**

D. W.